

**DEPARTMENT OF NATURAL RESOURCES**  
**POSITION DESCRIPTION**

**Classification:** Forester - Advanced

**Working Title:** Forest Fire Law Enforcement Specialist

**Location:** Any DNR facility statewide based on availability and management approval

**POSITION SUMMARY:** The purpose of this position is to provide leadership, direction, management, and administration of all aspects of the Division of Forestry's law enforcement program within the Forest Fire Protection program. These activities include providing enforcement-specific expertise, guidance and consultation to forester rangers on field operations, District Forestry Leaders, Area Foresters, Department field staff, other DNR Bureaus, outside agencies, and external customers. The position serves as the primary forestry law enforcement investigator and oversees the enforcement of appropriate statutes and administrative rules. The position leads the direction and coordination of law enforcement actions in relation to the forest fire management and forest management programs statewide. Finally, the position leads training and education efforts involving all aspects of forestry law enforcement both with internal and external partners, credentialed and non-credentialed.

**LOCATION, GEOGRAPHIC SCOPE, & TRAVEL REQUIREMENTS:** Travel within the state will be frequent. If position is located outside of Division of Forestry headquarters, periodic travel for consultation and meetings in Madison are required.

**SCOPE OF AUTHORITY:** This position reports directly to the Forest Fire Protection Section Chief. This position has significant authority to commit the Department's personnel and financial resources as lead investigator in major forestry law enforcement investigations on state, county, or private lands, incident commander in emergency situations and as the law enforcement branch director for incident management teams. The position develops and maintains relationships with internal and external partner law enforcement organizations to maintain cohesiveness with entities that work with Forestry Law Enforcement. These include the County DA's, DOJ, Attorney General's office, local Sheriff Dept., Conservation Wardens, etc.

**PROTECTIVE STATUS:** This position is key to public safety and security and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The principal duties of the position require active fire suppression and prevention duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, pre-suppression and prevention duties year-round.

**GOALS AND ACTIVITIES:**

**35% A. Provide Leadership for Forestry Law Enforcement Activities**

- A1. Oversee enforcement of state statutes and administrative rules pertaining to the forest fire management program.
- A2. Enforce state laws and rules to accomplish compliance with natural resources and forestry law policies and procedures.
- A3. Lead and/or provide support in complex forest fire cause investigations that have been referred from field staff, including providing expert field technical assistance, complex case preparations and testimony during trial.
- A4. Prepare and present expert testimony at hearings and enforcement actions in cooperation with Departmental and other state legal counsel.
- A5. Provide guidance and/or assist field staff on arson investigation, firework causes

and railroad fire investigations.

- A6. Collaborate with Bureau of Law Enforcement to provide guidance and assistance on forest management law enforcement issues.
- A7. Monitor field operations of enforcement of laws and rules pertaining to the forest fire management and forestry programs.
- A8. Serve as incident commander in emergency situations, law enforcement branch director for incident management teams and as lead fire investigator in major forest fire law enforcement investigations on state, county or private lands.

**15% B. Serve as Railroad Locomotive Inspector**

- B1. Administer the statewide railroad forest fire prevention program and the engineering aspects of statewide forest fire prevention involving railroads.
- B2. Direct the statewide enforcement of railroad related forest fire regulations including the drafting of special orders, the ordering of track patrols and the ordering of railroad right-of-way maintenance.
- B3. Serve as the primary Department contact with all railroads operating in Wisconsin for the purpose of promoting engineering solutions to railroad-caused forest fires.
- B4. Inspect locomotives and other railroad equipment, rights-of-way or operations to insure compliance or to enforce Wisconsin statutes, codes or orders.
- B5. Represent the Department at meetings of a state, national or international nature concerning railroad fire prevention.
- B6. Assist the forestry training office and other agencies in the development of training in the prevention of railroad caused forest fires.
- B7. Maintain a thorough knowledge of the engineering aspects of forest fire prevention and the development and fielding of practical engineering applications in coordination with the LeMay Forestry Center Superintendent.

**25% C. Provide Program Management & Administration**

- C1. Administer the Statewide Forestry Law Enforcement Program as it pertains to forest fire management.
- C2. Develop and implement new procedures, policies, budget and strategy regarding the forest fire management law enforcement program.
- C3. Analyze field observations and field reports to evaluate consistency, adequacy and compliance with statewide standards in forest fire management law enforcement issues.
- C4. Serve as Department staff/field expert for forest fire management law enforcement issues and lead the direction and coordination of forest fire management law enforcement efforts statewide. Resolve controversial forest fire management law enforcement issues in conjunction with Forest Fire Management Section, Bureau of Law Enforcement, Regional and Legal Services personnel.
- C5. Ensure adherence to Department forestry law enforcement policy statewide.
- C6. Serve as bureau liaison with the Bureau of Law Enforcement as well as other state, county and local enforcement agencies regarding forest fire management law enforcement issues.
- C7. Develop, review, evaluate and interpret law enforcement legislation, administrative rules, manual code, handbooks and department policy affecting forest fire management law enforcement.
- C8. Develop referral procedure for field foresters to obtain assistance and/or guidance in arson investigations and fire cause determination.

**20% D. Develop and Deliver Education & Training**

- D1. Develop and conduct statewide forestry law enforcement training and education programs. Identify forestry law enforcement training needs (both internal and external).
- D2. Lead and coordinate the training efforts on Department policies and procedures for internal partners in regards to forest fire management law enforcement.
- D3. Develop and present training on forestry law enforcement techniques and on forest fire management law issues at forestry law enforcement re-certification.
- D4. Develop, conduct and lead forest fire management educational efforts regarding forestry law enforcement issues across the state utilizing training sessions, newsletters, magazines and other media contacts.
- D5. Provide educational instruction to external groups to improve compliance, enforcement awareness and effectiveness related to forest fire management laws.

**5% E. Other Staff Services**

- E1. Complete emerging staff services that are important to the success of the forestry program. Serve as a standing member of the Forestry Law Enforcement Specialist Team.
- E2. Draft news releases, letters, memos and give media interviews on forest fire enforcement situations; and defining Department decisions and policies.

**SPECIAL REQUIREMENTS:**

- Meet and maintain physical fitness standards required by the Department.
- Meet and maintain requirements to operate a state vehicle, travel independently and on a timely basis.
- Obtain and maintain Forest Ranger credentials.
- Obtain and maintain Department Locomotive Inspector credentials.
- Obtain and maintain Wildland Fire Investigator (INVF) credentials.
- Obtain and maintain Law Enforcement Branch Director Division Type 3 credentials.
- Obtain and maintain Incident Commander Type 4 (ICT4) credentials.

**KNOWLEDGE, SKILLS & ABILITIES:**

*Upon Appointment:*

- 1. Knowledge and skill in law enforcement investigations, preferably related to forest management, forest fire management or natural resources.
- 2. Knowledge and skills needed to design, deliver and evaluate technical training in field and classroom settings.
- 3. Knowledge of the principles of adult education.

*Full Performance:*

- 4. State statutes, administrative rules, policies and programs applicable to forestry and law enforcement activities. Knowledge of standards and policies of the Department.
- 5. DNR-specific policies and procedures common to the operation of a major statewide forestry operation within a department of state government.
- 6. Knowledge of law enforcement investigation techniques related to forest management and forest fire investigations.
- 7. Knowledge of forest management practices and Wisconsin's forestry tax laws. Techniques and procedures used to monitor, audit and evaluate forest tax law activities on non-industrial private land.
- 8. Program management methods including policy development, implementation, interpretation, monitoring and evaluation, common to the operation of a decentralized program.

9. Administrative and management skills including strategic planning, resource allocation, budgeting and contracting procedures, and monitoring the allocation of funds and resources.

#### **PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS**

**Physical Requirements:** Strength requirements for the position are on a continuum: Sedentary work (exerting up to 10-20 pounds of force occasionally and/or a negligible amount of force) for at 25-50% of the time. Medium to heavy work (exerting up to 100 pounds of force occasionally) accounts for less than 25% of the time.

**Physical Surroundings and Hazards:** Physically, the position is required to meet and maintain the physical fitness test standards required for all Department' protective occupation employees. Position will have significant physical responsibilities related to law enforcement. Occasionally (less than 25%) will involve bending, kneeling, reaching, lifting when conducting investigations, doing enforcement activities, and assisting with fieldwork.

Environmentally, the position will spend approximately 40% the time indoors. Outdoor work will occur during law enforcement investigations, conducting enforcement actions and assisting in performing field activities and.

**Equipment Used in Performing in the Position:** General office equipment, hand tools, GPS/navigation equipment, power tools, radios/electronic equipment, motorized vehicles and law enforcement equipment including a firearm.

**Telework Evaluation:** The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative office location.

## **PD Addendum of WI DNR Competencies**

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### **Builds Effective Networks**

- Utilizes own networks and relationships across the organization to break down barriers between functions and/or work units to accomplish work and focus on customers more effectively.
- Maintains frequent contact with key players across the organization and within the program/region/unit;
- manages relationships by creating 'win-win' opportunities and seeks mutual benefit for all individuals involved.

### **Confident Presenter**

- Conveys poise, clarity and self-control in stressful, ambiguous, and emotionally demanding situations.
- Build credibility and rapport through honest and direct communication.
- Gives concise presentations that capture the interests and addresses the needs of the audience.
- Presents a professional image through dress, speech, and actions with a demeanor that inspires confidence in the individual and the DNR program he/she represents.
- Has ability to be self-confident.
- Has faith in and relies on own knowledge and skills.
- Self-assurance, poise and clarity of conviction that is compelling, convincing and reassuring.

### **Service Excellence for Customers & Partners**

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

### **Effective & Fair Decision Making**

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well -reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

### **Effective Communication**

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

### **Interpersonal Relationships & Partnership Building**

- Build and effectively utilize relationships and influence networks to achieve goals.

- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

### **Demonstrates Leadership**

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.